

# KentuckyHistoricalSociety

## **Museum Collections and Exhibitions Summer 2013 Undergraduate/Graduate Internship Registration**

Do you want to learn what happens behind the scenes with collections and records management? If so, this is the internship for you. The Kentucky Historical Society (KHS) is looking for an enthusiastic and motivated intern to work in the registration office of the Museum Collections and Exhibitions team.

This internship is open to both graduate and undergraduate students interested in registration experience in a museum setting. The intern will gain broad hands-on experience in records management, accessioning museum collections and processing loans, collections management and care.

The intern will participate in a records management project to reorganize and digitize the KHS collection records, produce condition reports for items in incoming and outgoing loans, and participate in exhibition maintenance and environmental monitoring. The intern will also participate in meetings of the KHS Collections Committee, learn basic collections care and assist with cataloging collections as needed.

The internship is available for those interested in class credit and those just seeking more experience in the museum field. The exact timeframe and schedule will be mutually determined by the supervisor and the successful candidate.

Minimum requirements: Must be currently enrolled in an accredited undergraduate or graduate level program working towards a degree in museum studies, public history, history or other related field. Must have strong research skills and basic knowledge of historical interpretation and the proper handling of museum objects and archival materials.

KHS is a state agency and membership organization that is fully accredited by the American Alliance of Museums. The KHS mission is to engage people in the exploration of the Commonwealth's diverse heritage by providing connections to the past, perspective on the present and inspiration for the future.

This is a temporary, unpaid position based in Frankfort, Ky. Employee benefits are not available. Housing is not provided.

To apply, email a cover letter, application and resume to [phyllis.gilman@ky.gov](mailto:phyllis.gilman@ky.gov). No phone calls please. Equal Opportunity Employer M/F/D. Application form and more information can be found at [www.history.ky.gov](http://www.history.ky.gov).